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March 4, 2010

Patricia Banks-MgBam, Supervising Investigator
Department of Motor Vehicles
1314 W. Winton Avenue
Hayward, CA 94545

RE: Criminal Offender Record Information Audit - Results

Dear Ms. Banks-MgBam:

During the month of February 2010, the Department of Justice (DOJ) conducted an audit, by mail, of your agency's use of the Automated Criminal History System (ACHS). The audited record inquiries were for those ACHS records accessed from October 2009 through January 2010. The following are the results of the audit.

- A random sample of 20 inquiries was selected and the "need to know" was verified by DOJ and your agency for each inquiry.
- As mandated by DOJ, your staff is providing the requestor's name and case number or reason for the request in the 30 character route field in the ACHS format. Your staff's proper use of the route field indicates an awareness of the importance of documenting the "need to know" when accessing ACHS. We commend your continued compliance with statutes and regulations governing the use of criminal history information.

I would like to thank you for ensuring that all ACHS users are trained and in compliance with DOJ's policies. Your assistance and cooperation in conducting the audit are appreciated.

If you have any questions or need any further information regarding the audit process, please feel free to contact Katherine Sidhu at (916) 227- 3469.

Sincerely,

[Redacted Signature]

Cheryl Cabero, Ph.D., Manager
Client Services Program
Bureau of Criminal Identification and Investigative Services

For

EDMUND G. BROWN JR.
Attorney General

cc: Deirde Todd-Miller